

Why MicroGrade?

1. Easier to keep records of student performance.
2. Web grade function allows better communication with students and parents.
3. With upgrade of school database software, teachers will eventually be able to hand in their grade reports on a floppy disk rather than having to bubble in grades.
4. Less time spent on figuring out final grades at the end of the semester.
5. Attendance function will allow teachers to record attendance through school network, on floppy disk, or print out (no bubbling of CAR sheets☺)

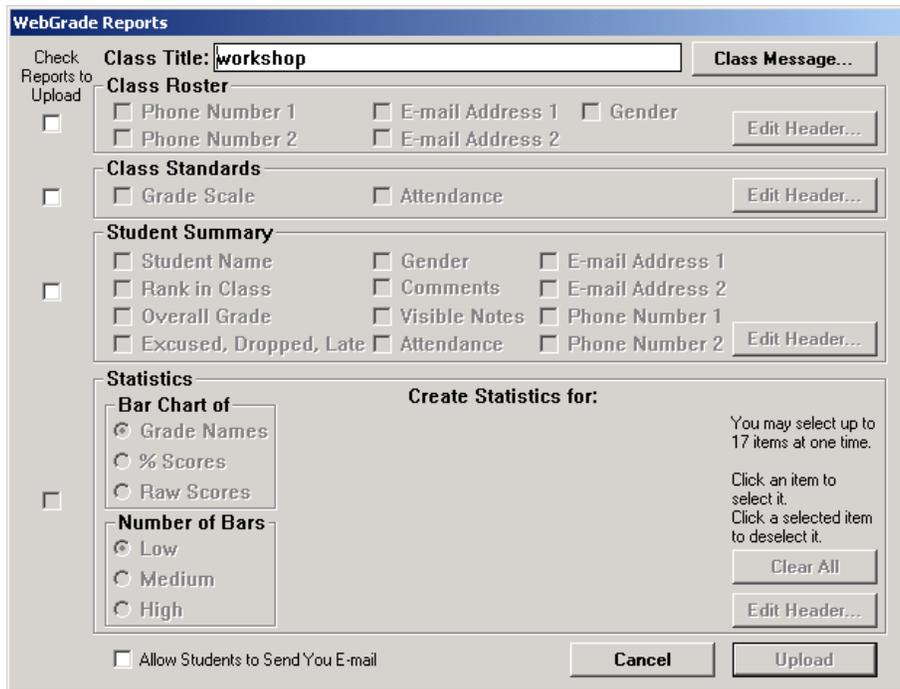
MicroGrade beginner user – best to start with Quick Start.

1. Enter the name & period of your first class
2. Set your general grading preferences (either by total points or by weighted categories)
3. Set your grading standards (what is the A range, B range, etc)
4. Enter in the categories. Make sure that you check enter assignments before you enter those or you will actually be entering categories.
5. Enter in your students' names, phone numbers, counselors, ID numbers etc. Is it easiest to do this by hand as transferring data from ASCII code to this is rather confusing and time-consuming. Each student is automatically given a web grade password, which you should print and give to the student so that he/she can check his/her grade on the Chariot site.
6. Then hit the finished button as prompted and continue working with your class. Before you enter in another class, you should save this one under a name that you will remember easily.
7. Play around – there is no way that you can learn this program unless you try the different options. Also, ask questions if you run into difficulties. There are plenty of people who use this software and are willing to answer questions.

MicroGrade experienced user – choose Experienced User

1. Follow your usual pattern. Any masters that you have already set up on the previous version of MicroGrade will automatically upgrade when you open the files in this program.

2. Major difference is the ability to upload your grades to the Chariot Web site. Follow the directions on this dialogue box & you're good to go.
3. Another perk is that you can go into the options and change your colors for



The image shows a dialog box titled "WebGrade Reports". It has a blue header bar. On the left side, there is a vertical label "Check Reports to Upload" with a checkbox. The main area is divided into several sections:

- Class Title:** A text box containing "workshop". To its right is a "Class Message..." button.
- Class Roster:** A section with a checkbox on the left. It contains checkboxes for "Phone Number 1", "Phone Number 2", "E-mail Address 1", "E-mail Address 2", and "Gender". An "Edit Header..." button is on the right.
- Class Standards:** A section with a checkbox on the left. It contains checkboxes for "Grade Scale" and "Attendance". An "Edit Header..." button is on the right.
- Student Summary:** A section with a checkbox on the left. It contains checkboxes for "Student Name", "Rank in Class", "Overall Grade", "Excused, Dropped, Late", "Gender", "Comments", "Visible Notes", "Attendance", "E-mail Address 1", "E-mail Address 2", "Phone Number 1", and "Phone Number 2". An "Edit Header..." button is on the right.
- Statistics:** A section with a checkbox on the left. It is divided into two parts:
 - Bar Chart of:** A list box containing "Grade Names" (selected), "% Scores", and "Raw Scores".
 - Number of Bars:** A list box containing "Low" (selected), "Medium", and "High".
- Create Statistics for:** A text area with instructions: "You may select up to 17 items at one time. Click an item to select it. Click a selected item to deselect it." Below this are "Clear All" and "Edit Header..." buttons.

At the bottom of the dialog, there is a checkbox labeled "Allow Students to Send You E-mail", and two buttons: "Cancel" and "Upload".

students or assignments that are highlighted.